



DEPARTMENT OF THE NAVY
COMMANDER, NAVY INSTALLATIONS COMMAND
2000 NAVY PENTAGON
WASHINGTON, D.C. 20350-2000

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Ser CNI/ 792

DEC 17 2004

From: Commander, Navy Installations Command
To: Regional Commanders

Subj: COMMON ACCESS CARD (CAC) MASS EXPIRATION AND RE-ISSUANCE

Ref: (a) COMNAVPERSCOM Millington, TN dtg 141527ZJUL04

1. Due to the mass CAC issuance three years ago, a surge in expiration will begin in FY05. Staggering future expiration dates will prevent a recurrence of this surge. Regional Business Managers are requested to develop a local plan of action to reissue the cards ahead of the expiration date following the guidelines in the USN CAC Sustainment Plan. This action may cause some CACs to expire earlier than three years. Reference (a) identified this issue in July 2004.

2. The USN CAC Sustainment Plan can be found on the CNI CAC Program Management Office website at <http://pmo.cac.navy.mil>. Key actions outlined in the plan are listed below:

a. Follow guidelines to smooth the expiration of USN Civil Service employees;

b. Establish the new Expiration Date on Civil Service CACs as the individual's birthday;

c. Re-issue CACs earlier than the indicated expiration date;

d. Utilize the Web Scheduler Appointment System to schedule CAC re-issuance;

e. Extend hours of operation for high impact RAPIDS sites;

f. Establish a local public awareness campaign.

3. Expiration information for active duty, reserve, and civil service personnel can be found on the CNI CAC PMO website, <http://pmo.cac.navy.mil>:

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a. The data on the USN CAC Expiration Report is by UIC grouped by location for CY04, CY05, CY06, and CY07.

b. For locations identified as "At Risk" sites, please review the USN Location Expiration Report. For information on what makes a location or area "At Risk", please refer to the assumptions tab of the report.

4. For further information regarding the Sustainment Plan, data, or help coordinating special needs, please contact Ms. Donna Freedman, CNI CAC Project Management Office, at donna.freedman@navy.mil or (850) 452-7705.

5. Please provide a Situation Summary on your plan of actions not later than 30 December 2004.

6. CNI POC is Tim Washington, (202) 433-4977 or DSN 288-4977.



M. G. AKIN
By direction

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